

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

(Data provided will be loaded on the LCDP website to be used by the program participants.)

Details of Developmental Assignment

1. Title of Assignment:

Special Assistant to NOAA's Gulf of Mexico Regional Collaboration Team Lead

2. Level of Responsibility (e.g., GS13, GS14, SES or equivalent pay band):

ZP Band IV/V

3. Host Office (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch):

NOAA Fisheries Service, Southeast Regional Office, Office of the Regional Administrator

4. Timeframe (expected start date, duration, any known time dependencies):

TBD (negotiable)

5. Assignment Description (include goals/objectives/expected outcomes):

This assignment provides a unique opportunity to work with all NOAA Line Offices with responsibilities in the Gulf of Mexico. The Special Assistant will report to the Deputy Regional Administrator of NOAA Fisheries Service's Southeast Regional Office, who also leads NOAA's Gulf of Mexico Regional Collaboration Team. The Regional Collaboration Team is one of eight established to enhance NOAA's constituent service capabilities throughout the Nation.

The Regional Collaboration Team is actively engaged with the Gulf of Mexico Alliance, which the five Gulf Coast states formed in 2004 to promote healthy and resilient coasts. The Regional Collaboration Team's work with the Gulf Alliance intersects primarily on issues related to integrated ecosystem assessment, hazard resiliency and constituent engagement opportunities (as defined within the context of the NOAA Science Advisory Board report found at: http://www.sab.noaa.gov/Reports/EOEWG/EOEWG_Draft_Report__1_02_08.pdf).

The Special Assistant will be responsible for developing in consultation with other

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

(Data provided will be loaded on the LCDP website to be used by the program participants.)

NOAA Line Offices a strawman integrated service plan (ISP) for the Regional Collaboration Team using existing needs assessments; for example, those recently completed by Sea Grant and the NOS Coastal Services Center/NOAA Office of Education. The ISP will serve as a 5-10 year strategic planning document to be used both by NOAA and regional partnerships (e.g., Gulf Alliance) in defining and recommending regional priorities.

Specific job duties include:

- Communicating with the Regional Collaboration Team Leader and NOAA staff at all levels (including SES), as well as other federal agencies (primarily EPA, USGS, MMS, and NASA), state resource managers and scientists, and university (e.g., Northern Gulf Institute, USF Graduate School of Marine Science, Sea Grant, and the Harte Institute) and other resource (e.g., Gulf States Marine Fisheries Commission) entities.
- Independent strategic thinking, information analysis and synthesis, and writing.

6. **Potential Benefit to LCDP Participant** (e.g., leadership competencies/skills to be used - see list of OPM leadership competencies at www.opm.gov/ses/define.html):

This assignment would challenge the successful applicant in the following OPM leadership competencies:

- Leading Change (external awareness, flexibility, resilience, service motivation, strategic thinking);
- Leading People (team building);
- Results Driven (customer service, decisiveness, problem solving); and
- Building Coalitions (influencing/negotiating, interpersonal skills, oral and written communication, partnering, political savvy).

The assignment would provide the successful applicant a unique perspective on NOAA programs and mandates primarily at the regional level.

7. **Any other considerations, special requirements or comments:**

This assignment would be well suited to LCDP participants who are interested in a moderately independent working environment and who desire a broad understanding of the linkages of NOAA's diverse missions. The assignment would require a moderate amount of travel within the Gulf of Mexico region. The sponsoring office may be able to fund travel and living expenses if the assignment is

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

(Data provided will be loaded on the LCDP website to be used by the program participants.)

completed during FY08.

Assignment Supervisor (name, position):

Frederick (Buck) Sutter, Deputy Regional Administrator

8. **Assignment Contact Person** (name and email address):

Frederick (Buck) Sutter, Deputy Regional Administrator

Please send completed form to LCDP.ProgramManager@noaa.gov.

Thank you!